

National Sea Grant Library

***The New Library System
and
Publication Submittals***

**Communications Staff Tutorial
October 2014**

Publication Submittals



nsgl
national
sea grant
library



Publication Submittal Instructions

Step-by-Step Instructions on How to Add New Sea Grant Titles to the NSGL Library System

1. **Go to** <https://eos.ucs.uri.edu/EOSWeb/>
2. **Sign in** using the user name and password assigned to your program
3. **Go to cataloging** and **click add** button (under browse search)
(Please note you have the authority to add new records only; you cannot edit or delete existing records)
4. **Click proceed** button
5. **Fill in form**






* Indicates the field is mandatory. While only a few fields are mandatory, you are encouraged to fill in all the information you have on the document in the other fields. This will allow us to gather all the information needed to describe the item and it will also improve its retrievability during a publication search. **If you don't have information for a non-mandatory field, please leave it blank. All mandatory fields must be filled in in order to save the record.**

- **Sea Grant Program/Affiliate *** : select your program from menu
- **Reporting Period** : select from menu; [click here](#) for help in choosing
- **Title ***: type full title (all lower case, except for the first letter of first word and proper nouns); for your newsletter/magazine issues, please include (volume/issue number and date); e.g. The SandBar (Volume 12, Number 3, July 2013)
- **Publication Year*** : type the 4 digit publication year
- **Publication Type*** : select the category that best describes the document (please note for convenience purposes some similar publications types are now grouped together)
- **Document Availability*** : select the best choice where the patron may obtain the item
Pick 1 if your program is distributing AND it is also available on loan from NSGL

(please note we've decided to no longer add price information since most items are now available

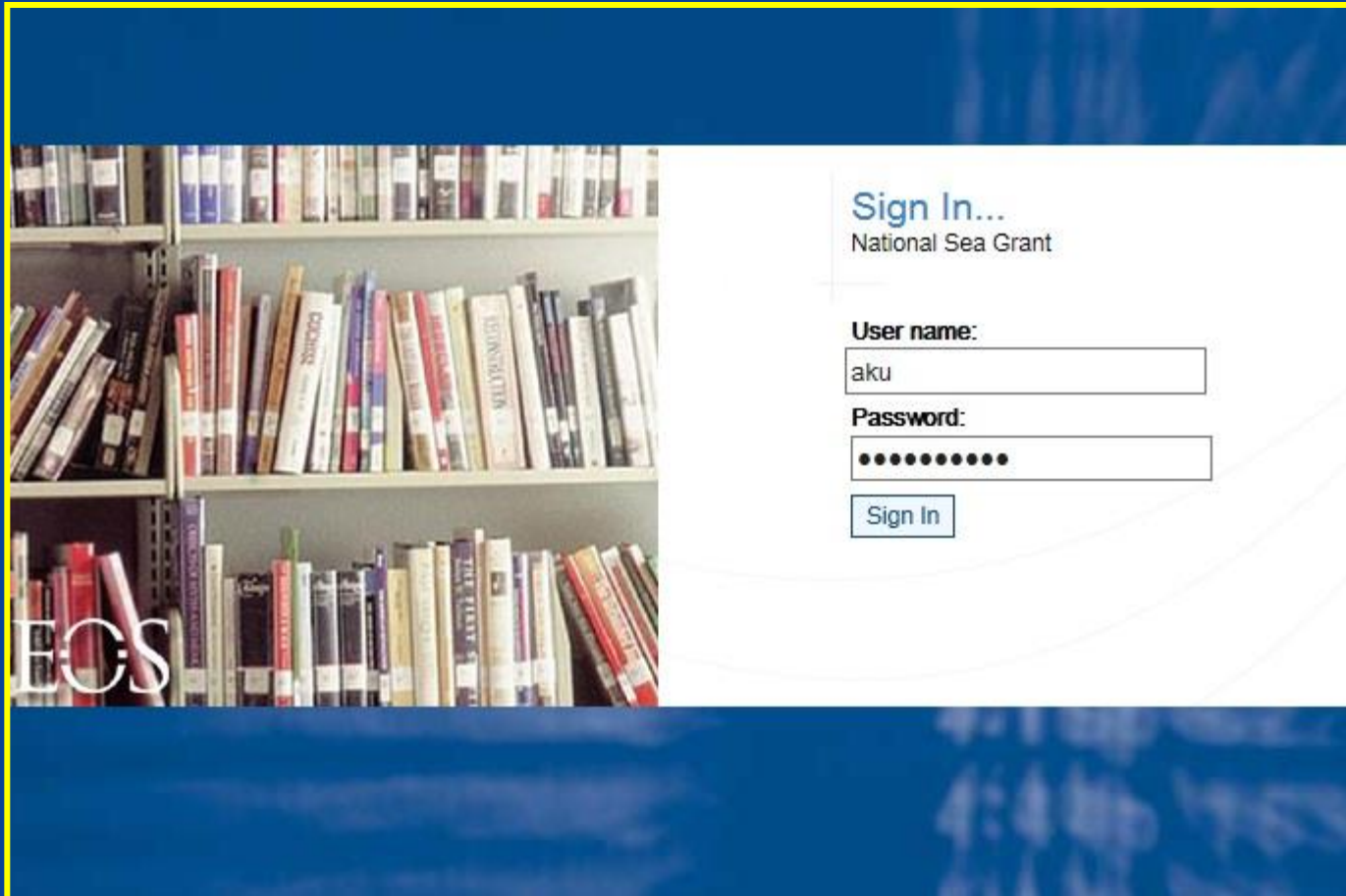
Publication Submittals

<http://nsgl.gso.uri.edu/about/resources.html>

  		
<ul style="list-style-type: none">HomeAbout UsDigital LibrariesWhat's NewOrderingOnline CatalogAsk a LibrarianNational Sea GrantSite Map	<h2>Communicator Resources</h2> <h3>Submitting Your Sea Grant Document to NSGL</h3> <p>Sea Grant Communicators are asked to submit Sea Grant-funded documents to the NSGL through our electronic publication cataloging form below. Please refer to the following steps and resources below for distribution guidance and additional information.</p> <h4>Publication Distribution Steps:</h4> <ol style="list-style-type: none">1. enter information on form (link and instructions below) for all new publication transmittals (both online-only and hardcopy)2. attach PDF to form or include a URL to digital version, when available3. send the required number of hardcopy documents to the NSGL (please refer to Table below for new requirements) <h4>Resources:</h4> <ul style="list-style-type: none">• Sea Grant Publication Type Definitions (revised 10/2014)• Publication Distribution Table (revised 10/2014)• Sea Grant Publications Cataloging Form / form instructions	
	 <p>National Sea Grant Library University of R. I. Bay Campus Ocean Science & Exploration Center 15 Pier Road Narragansett, RI 02882</p>	<p>Tel: (401) 874-6114 E-mail: nsgl@gso.uri.edu</p> 

Publication Submittals

<https://eos.ucs.uri.edu/EOSWeb/>



Sign In...
National Sea Grant

User name:

Password:

Publication Submittals

National Sea Grant



Publication Submittals

[Search](#) [Cataloging](#)

Look For:

MTI (Main Title) ▼

Begins With:

Go

Clear

Browse Search

Clear

List
















View

Edit

Add

☐ Selected: 0

Hits

<input type="checkbox"/> 	THE \$10 HOLDING TANK BLUEPRINTS	1
<input type="checkbox"/> 	1D numerical model of delta response to rising sea level	1
<input type="checkbox"/> 	(1R,2S,4S,5R)-1- BROMO-TRANS-2- CHLOROVINYL-4-5- DICHLORO-1,5- DIMETHYL- CYCLOHEXANE, A NEW MONOTERPENE SKELETAL TYPE FROM THE RED ALGA, "PLOCAMIUM VIOLACEUM"	1
<input type="checkbox"/> 	"1st Annual FRE Graduate Student Symposium."	1
<input type="checkbox"/> 	2,3,7,8-tetrachlorodibenzo-"p"-dioxin alters cardiovascular and craniofacial development and function in sac fry of rainbow trout ("Oncorhynchus mykiss")	1
<input type="checkbox"/> 	2,3,7,8-tetrachlorodibenzo-p-dioxin and activation of the aryl hydrocarbon receptor/aryl hydrocarbon receptor nuclear translocator pathway causes developmental toxicity through a CYP1A-independent mec	1
<input type="checkbox"/> 	2,3,7,8-tetrachlorodibenzo-p-dioxin exposure prevents cardiac valve formation in developing zebrafish	1
<input type="checkbox"/> 	2,3,7,8-Tetrachlorodibenzo-p-dioxin inhibits regression of the common cardinal vein in developing Zebrafish	1
<input type="checkbox"/> 	2,3,7,8-tetrachlorodibenzo-"p"-dioxin metabolism and disposition in yellow perch	1
<input type="checkbox"/> 	2,3,7,8-Tetrachlorodibenzo-"p"-dioxin (TCDD) toxicity during early life stage development of lake trout ("Salvelinus namaycush")	1
<input type="checkbox"/> 	2,3,7,8-Tetrachlorodibenzo-"p"-dioxin toxicity in yellow perch ("Perca flavescens")	1
<input type="checkbox"/> 	2,3-DIAMINONAPHTHALENE AS A SPECTROPHOTOMETRIC AND FLUOROMETRIC REAGENT FOR THE DETERMINATION OF NITRITE ION	1
<input type="checkbox"/> 	A 2,500-year history of anoxia and eutrophication in Chesapeake Bay	1
<input type="checkbox"/> 	2,500-year-old village predates agriculture	1
<input type="checkbox"/> 	2-aminoimidazoles and their zinc complexes from Indo-Pacific "Leucetta" sponges and "Notodoris" nudibranchs	1

Click "Add" button to begin creating a record for a new title

Publication Submittals

Record 1 of 1

◀ ◀ [1] ▶ ▶

Close Window

Bibliographic

New Record

Proceed

Record Format:

Sea Grant Publications



OPAC Display:

☒ Yes

☐ No

Top Of Page

Publication Submittals Cataloging Form

Record Edit System Dates Categories Options

☒ Record Information

Edit Save Reset

Sea Grant Publications

*Sea Grant Program/Affiliate:

*Reporting Period:

*Title:

*Publication Year (YYYY):

*Publication Type:

*Document Availability:

Author: Add

1.

Editor: Add

1.

Citation: Add

1.

DOI #:

Pages / Video Length:

Program Report #: Add

1.

Project #: Add

1.

Publisher: Add

1.

Notes: Add

1.

Abstract: Add

1.

- Publication types consolidated here for searching purposes
- Editor field added
- No price field (use note field if needed)

Publication Submittals

Cataloging Form (continued)

Pages / Video Length:

Program Report #: [Add](#)

1.

Project #: [Add](#)

1.

Publisher: [Add](#)

1.

Notes: [Add](#)

1.

Abstract: [Add](#)

1.

*Digital Access Permission (PDFs, MP3, etc.):

URL (for websites or html documents):

Program Notes for NSGL:

Date of Entry (NSGL use only):

NSGL Document # (NSGL use only):

Staff Notes (NSGL use only):

* Indicates a Required Field

- URL field for html documents
- Notes for NSGL Staff
- PDFs, etc. = linked media
- Always “Save” before adding linked media
- All mandatory fields * must be filled in prior to saving

Publication Submittals

Record 1 of 1
◀ ◀ [1] ▶ ▶ View Record | New Record | Close Window

Bibliographic

Record Edit System Dates Categories Options

☒ Title: Labeling requirements for Alaska seafood processors
☒ System Information

Linked Media ▼

Edit Reset

Sea Grant Publications

*Sea Grant Program/Affiliate:
Alaska Sea Grant ▼

*Reporting Period:
02/01/13 - 01/31/14 ▼

*Title:
Labeling requirements for Alaska seafood processors

*Publication Year (YYYY):
2013

*Publication Type:
advisory/extension reports; fact sheets, posters ▼

Click “Linked Media”
and select
“Add media link”
from the menu

Publication Submittals


Media

Media Edit

Add Media Link Save Finish

Media Link

Link Type:
Document ▾

*Path:


*Link Title:

Description:

Note 1:

Note 2:

* Indicates a Required Field

Select Link Type

- Document Is default

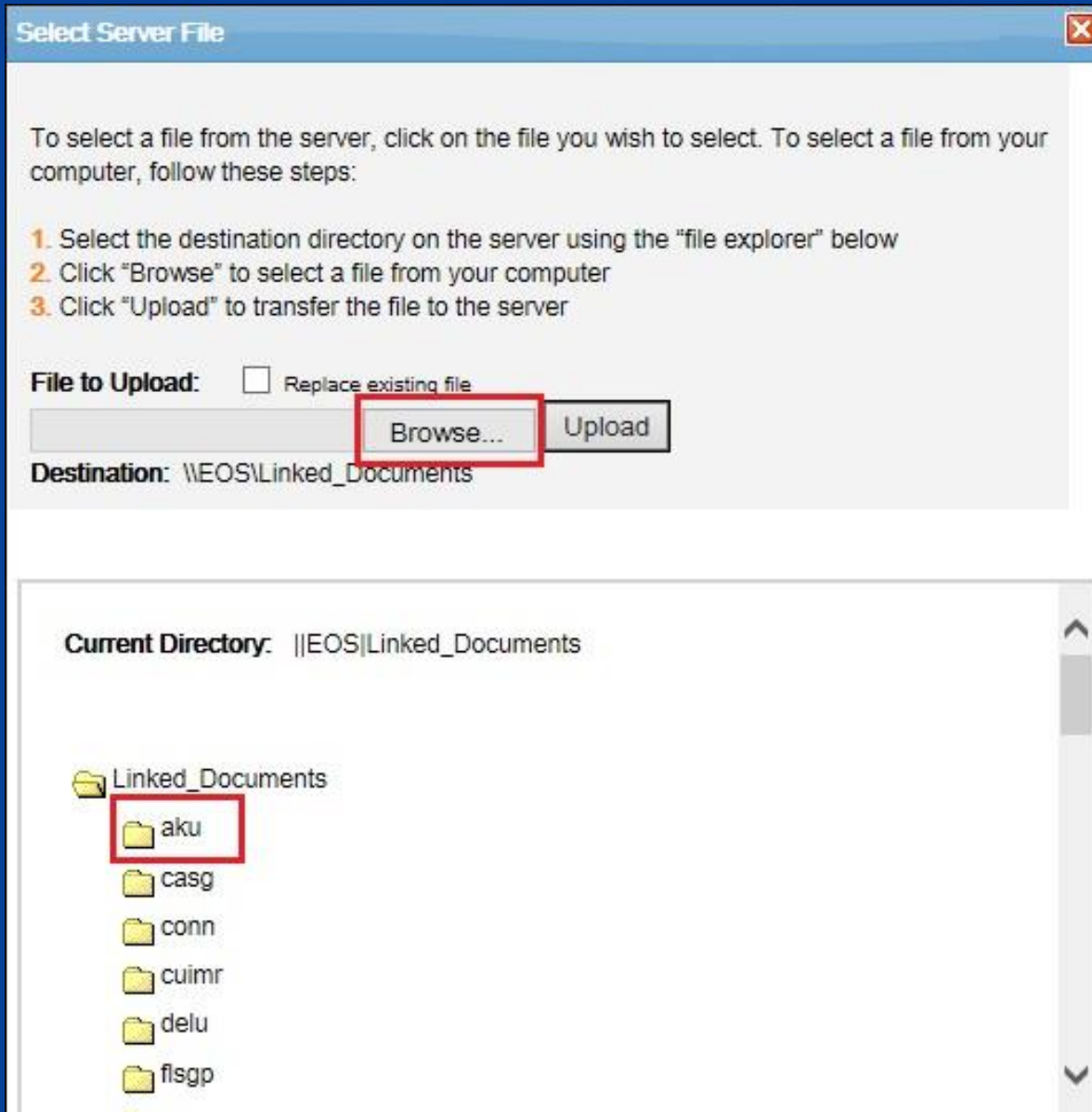
Add link title

- “View PDF” = PDFs
- “View Document” = other docs
- “Listen to Audio” = audio files
- “Watch Video” = video files

Select Path

- Click on magnifying glass to select file

Publication Submittals



The image shows a 'Select Server File' dialog box with instructions and a file explorer view below it. The dialog box has a title bar with a close button. The instructions state: 'To select a file from the server, click on the file you wish to select. To select a file from your computer, follow these steps: 1. Select the destination directory on the server using the "file explorer" below 2. Click "Browse" to select a file from your computer 3. Click "Upload" to transfer the file to the server'. Below the instructions, there is a 'File to Upload:' section with a checkbox for 'Replace existing file'. A text input field is present, followed by 'Browse...' and 'Upload' buttons. The 'Destination:' is set to '\\EOS\\Linked_Documents'. Below the dialog box, a file explorer view shows the 'Current Directory' as '\\EOS\\Linked_Documents'. A list of folders is displayed: 'Linked_Documents', 'aku', 'casg', 'conn', 'cuimr', 'delu', and 'flsgp'. The 'aku' folder is highlighted with a red box.

Select Server File

To select a file from the server, click on the file you wish to select. To select a file from your computer, follow these steps:

1. Select the destination directory on the server using the "file explorer" below
2. Click "Browse" to select a file from your computer
3. Click "Upload" to transfer the file to the server

File to Upload: ☐ Replace existing file

Browse... **Upload**

Destination: \\EOS\\Linked_Documents

Current Directory: \\EOS\\Linked_Documents

- Linked_Documents
 - aku**
 - casg
 - conn
 - cuimr
 - delu
 - flsgp

Click on your program directory (NSGL institution code)

Then browse for the digital file on your PC

Publication Submittals

Select Server File

To select a file from the server, click on the file you wish to select. To select a file from your computer, follow these steps:

1. Select the destination directory on the server using the "file explorer" below
2. Click "Browse" to select a file from your computer
3. Click "Upload" to transfer the file to the server

File to Upload: ☐ Replace existing file
C:\Users\Cyndi Murray\Desktop Browse... Upload

Destination: \\EOS\Linked_Documents\aku

Current Directory: \\EOS\Linked_Documents

- Linked_Documents
 - aku
 - akub05001
 - akub06001
 - akub09001
 - akub12001
 - akub73001
 - akub86001

- Select file to attach
- Check that directory is correct in the destination path
- Upload

Publication Submittals

Media

Media Edit

Add Media Link

Save Finish

Media Link

Link Type:
Document

*Path:
\\EOS\Linked_Documents\aku\akug1300

*Link Title:
View PDF

Description:

Note 1:

Note 2:

* Indicates a Required Field

Media

Media Edit

Edit Media Link

New Save Reset Finish

Media Link

Link Type:
Document

*Path:
\\EOS\Linked_Documents\aku\akug13001.pdf

*Link Title:
View PDF

Description:

Note 1:

Note 2:

Publication Submittals

Record 1 of 1

◀ ◀ [1] ▶ ▶

[View Record](#)

[New Record](#) | [Close Window](#)

Bibliographic

Record Edit

System

Dates

Categories

Options

☒ **Title:** Labeling requirements for Alaska seafood processors

☒ **System Information**

Linked Media(1) ▼

Edit

Sea Grant Publications

*Sea Grant Program/Affiliate:

Alaska Sea Grant ▼

*Reporting Period:

02/01/13 - 01/31/14 ▼

*Title:

Labeling requirements for Alaska seafood processors

*Publication Year (YYYY):

2013

*Publication Type:

advisory/extension reports; fact sheets, posters ▼

Record

[Copy List](#) | [Print](#)

National Sea Grant Library

NSGL Document #: AKU-G-13-001

Sea Grant Program/Affiliate: Alaska Sea Grant

Reporting Period: 02/01/13 - 01/31/14

Title: Labeling requirements for Alaska seafood processors

Author: Chambers, Izetta

Publication Year: 2013

DOI #: 10.4027/irasp.2013

Pages / Video Length: 6

Publication Type: advisory/extension reports; fact sheets, posters

Program Report #: ASG-58

Project #: A/152-20

Abstract: Alaska commercial seafood processors must label their product according to state and federal regulations. This bulletin makes clear what information is required-company name, name of seafood, ingredients (if applicable), permit number, date.

[Print](#)

Publication Submittals

Search **Cataloging**

Look For
MTI (Ma

Brows

Clear

add

Go **Clear**

Bibliographic File
Bibliographic Review
Bulk Browse
Authority Control
Authority Filter
Authority Review
Deletion File
Publishers
Reference Tracking
Research Accounts
Electronic Resources

	Hits
<input type="checkbox"/> THE \$10 HOLDING TANK BLUEPRINTS	1
<input type="checkbox"/> 1D numerical model of delta response to rising sea level	1
<input type="checkbox"/> (1R,2S,4S,5R)-1- BROMO-TRANS-2- CHLOROVINYL-4-5- DICHLORO-1,5- DIMETHYL- CYCLOHEXANE, A NEW MONOTERPENE SKELETAL TYPE FROM THE RED ALGA, "PLOCAMIUM VIOLACEUM"	1
<input type="checkbox"/> "1st Annual FRE Graduate Student Symposium"	1

Bibliographic Review Review / Approve

Clear **View** **List** **Edit**

Selected: 0		Hits
<input type="checkbox"/>	aku	1
<input type="checkbox"/>	casg	1
<input type="checkbox"/>	hawau	9
<input type="checkbox"/>	lcsq	1
<input type="checkbox"/>	library	1
<input type="checkbox"/>	masgc	20
<input type="checkbox"/>	ncu	2
<input type="checkbox"/>	nysgi	3
<input type="checkbox"/>	pru	2

Clear **View** **List** **Edit**

Publication Submittals

Bibliographic Review

Review / Approve

Clear View List Edit

☐ Selected: 0

Hits

☐ aku

1

1. [Labeling requirements for Alaska seafood processors](#)

Status: To Be Approved

Database: Sea Grant Publications

☐ casg

☐ hawau

☐ lcsgr

☐ library

☐ masgc

☐ ncu

☐ nysgi

☐ pru

Clear View List Edit

Record

Title: 1

Linked Media: 

 NSGL Document #: AKU-G-13-001

Sea Grant Program/Affiliate: Alaska Sea Grant

Reporting Period: 02/01/13 - 01/31/14

Title: Labeling requirements for Alaska seafood processors

Author: Chambers, Izetta

Publication Year: 2013

DOI #: 10.4027/lrasp.2013

Pages / Video Length: 6

Publication Type: advisory/extension reports; fact sheets, posters

Program Report #: ASG-58


Project #: A/152-20

Abstract: Alaska commercial seafood processors must label their product according to state and federal regulations. This bulletin makes clear what information is required- company name, name of seafood, ingredients (if applicable), permit number, date, weight, care of product, etc. In addition, the U.S. Food and Drug Administration requires larger companies to state nutritional content on the label. Getting your labels right is an important part of running a legal, profitable business!

Publication Submittals

Bibliographic Review
Review / Approve

Clear View List Edit

Selected: 0	Hits
<input type="checkbox"/> aku	1
<input checked="" type="checkbox"/> 1  Labeling requirements for Alaska seafood processors Status: To Be Approved Database: Sea Grant Publications	
<input type="checkbox"/> casg	1
<input type="checkbox"/> hawau	
<input type="checkbox"/> lcsq	
<input type="checkbox"/> library	
<input type="checkbox"/> masgc	
<input type="checkbox"/> ncu	
<input type="checkbox"/> nysgi	
<input type="checkbox"/> pru	

Clear View List Edit

Bibliographic

Record Edit System Dates Categories Options

☒ Title: Labeling requirements for Alaska seafood processors
☒ System Information

Linked Media(1) ▼


Reset

Edit

Sea Grant Publications

*Sea Grant Program/Affiliate:
Alaska Sea Grant ▼

*Reporting Period:
02/01/13 - 01/31/14 ▼

*Title:
 Labeling requirements for Alaska seafood processors

*Publication Year (YYYY):
2013

*Publication Type:
advisory/extension reports; fact sheets, posters ▼

NSGL OPAC

<https://eos.ucs.uri.edu/EOSWebOPAC/>

The screenshot shows the NSGL OPAC website. At the top, there is a header with the NSGL logo (national sea grant library) and a search bar. Below the header is a navigation bar with links: Start, Search, Lists, My Account, Help, and Log In. The main content area is divided into two columns. The left column contains a sidebar with links: Library Resources, Library email, Home, Search Catalog, About Us, Digital Libraries, What's New, Ordering, Ask a Librarian, Other Resources, NOAA Sea Grant, Special Searches, Climate Change, and HACCP. The right column contains the main content area. It starts with a welcome message: "Welcome to the Sea Grant Publications Catalog!". Below this is a paragraph explaining the catalog's contents and how to access digital documents. It mentions that the catalog includes bibliographic records for over 47,000 NOAA Sea Grant funded documents, with approximately 22,000 available in digital format. It also provides instructions on how to access digital documents, including PDFs, audio, and other digital files. Below this is a section titled "Advanced Search" with a "Powered by EOS International®" logo. The "Advanced Search" section contains several search fields: "Word(s)", "Title", "Author", and two "-Select field-" fields. Each field has a dropdown menu and a "Search" button. Below the search fields is a "Matching:" section with a dropdown menu set to "Match ALL Keywords". Below this is an "Include:" section with two checkboxes: "Linked Media (Enable this option for full-text searching of digital documents, when available. Use only the 'WORD(S)' field to search.)" and "(This feature is not active)". At the bottom is a "Year:" section with a dropdown menu and a "Search" button. Below the "Year:" section is an example: "Example: 1973 - 2011 (Range)".

national sea grant library

search

Start Search Lists My Account Help Log In

Library Resources


- Library email
- Home
- Search Catalog
- About Us
- Digital Libraries
- What's New
- Ordering
- Ask a Librarian

Other Resources

- NOAA Sea Grant
- Special Searches
- Climate Change
- HACCP

Welcome to the Sea Grant Publications Catalog!

This catalog includes bibliographic records for over 47,000 NOAA Sea Grant funded documents. Approximately 22,000 of these are available in digital format and may be downloaded from this site. To obtain hard copies of these or other documents not available digitally, please contact the originating [Sea Grant program](#) for current price (if any) and availability or contact the NSGL for a 30 day loan.

Check the box "linked media" if you would like to include the content of digital documents in your search. Please note that you must use the "Word" search field to search this digital content. To access PDFs, audio, and other digital files, simply click on the media link (view PDF, etc.) or icon , if present, within the publication record. Please refer to the [conditions of use page](#) and [URI disclaimer](#) prior to downloading these files.

Advanced Search Powered by EOS International®

Word(s) AND Search Start Over

Title AND

Author AND

-Select field- AND

-Select field-

Matching:

Match ALL Keywords

Include:

☐ Linked Media (Enable this option for full-text searching of digital documents, when available. Use only the "WORD(S)" field to search.)

☐ (This feature is not active)

Year:

Example: 1973 - 2011 (Range)

New Search Features:

- Reporting period
- Date added
- Digital documents now searchable

Options:

- Include Linked Media
- Matching
- Date Range

NSGL OPAC

<https://eos.ucs.uri.edu/EOSWebOPAC/>

nsgr national sea grant library

search

Start Search Lists My Account Help Sign Out

Powered by EOS International®

Library Resources

- Library email
- Home
- Search Catalog
- About Us
- Digital Libraries
- What's New
- Ordering
- Ask a Librarian

Other Resources

- NOAA Sea Grant
- Special Searches
- Climate Change
- HACCP

Advanced Search

Word(s) AND

Title

Author

-Select field- AND

-Select field- AND

☒ Show search options

☒ Show tips

Unique records: 199

Page: 1 of 2

☒ Titles: 0 Selected

Sort: Relevancy Ranking Descending

- ☒ 1. Non-song sound production and its behavioral context in humpback whales (Megaptera novaeangliae)
HAWAU-Y-10-002
View PDF
100%
- ☒ 2. Population characteristics of the critically endangered western gray whale
WASHU-X-11-005
View PDF
100%
- ☒ 3. The temporal characteristics of humpback whale songs
HAWAU-WR-95-002
View PDF
92%
- ☒ 4. A feeding aggregation of Humpback whales Megaptera novaeangliae near Kodiak Island, Alaska: historical and current abundance estimation

Sort results by:

- Relevancy Ranking
- Title
- Author

**Selected records
can be printed or
saved to lists**

**Search strategies
can also be saved**

Revised Publication Distribution

<http://nsgl.gso.uri.edu/about/resources.html>

Sea Grant Publication Distribution Table
Updated October 2014

Please be sure that all materials and products are intended for *public distribution* and reflect the efforts of your *entire* program, including your extension agents, communicators, education specialists, and researchers.

Document Types	National Sea Grant Library Required distribution		
	Print/hard copy only (see notes)	Print/hard copy plus digital* (see notes)	Digital-only (no hard copy exists; see notes)
1. Technical Reports, Survey Results, Patents	2	1	0
2. Conference, Symposia or Workshop Proceedings & Summaries (entire work)	2	1	0
3. Brochures, Fact Sheets, Extension Reports, Research Summaries, Posters	2	1	0
4. Books & Monographs	2	1	0
5. Peer-reviewed Reprints (from journals, books, or proceedings)	2	1	0
6. Non-peer-reviewed Reprints (from books, proceedings, periodicals and misc. sources)	2	1	0
7. Educational Documents (classroom, career, and other teacher resources)	2	1	0
8. Maps, Charts, Atlases	2	1	0
9. Handbooks, Manuals, Guides	2	1	0
10. Bibliographies, Directories, Indexes	2	1	0
11. Theses, Dissertations (either abstract or entire thesis/dissertation; PDF of entire manuscript requested)	2	1	0
12. Newsletters, Periodicals	2	1	0
13. Program Management Reports (Annual/biennial, strategic/ implementation plans, etc.)	2	1	0
14. Topical Websites, Blog Sites, etc. (submit once when established and resubmit after major upgrades only)	0	0	0
15. Non-print Formats: Videos, DVDs, CD-Roms, Computer Software, audio files	2	1	0
16. Other (other documents intended for publication distribution that do not fit neatly into one of the above categories)	2	1	0

Revised Publication Distribution Summary

Two hard copies:

- Document is not in digital format
- Digital version only intended for archiving
- Commercially published, but not “open access”

One hard copy:

- Document is hard copy AND digital AND NSGL has permission to make digitally accessible
- Commercially published, but “open access”

No hard copies:

- Document is digital ONLY (i.e. originally published online and never in hard copy)